

Higher Education Data Collection

2021 Reporting Requirements

Table of Contents

[Overview of reporting requirements 3](#_Toc44674284)

[Contact TCSI Support 3](#_Toc44674285)

[Courses of study group 4](#_Toc44674286)

[Course of study packet 4](#_Toc44674287)

[Courses group 6](#_Toc44674288)

[Course packet 6](#_Toc44674289)

[Course fields of education packet 8](#_Toc44674290)

[Special interest course packet 9](#_Toc44674291)

[Campuses group 10](#_Toc44674292)

[Campus packet 10](#_Toc44674293)

[Courses on campus group 11](#_Toc44674294)

[Course on campus packet 11](#_Toc44674295)

[Campus course fees packet 13](#_Toc44674296)

[TAC offer packet 14](#_Toc44674297)

[Students group 15](#_Toc44674298)

[Student packet 15](#_Toc44674299)

[Disability packet 19](#_Toc44674300)

[Citizenship packet 20](#_Toc44674301)

[First reported address packet 21](#_Toc44674302)

[Commonwealth scholarship packet 22](#_Toc44674303)

[Course admissions group 24](#_Toc44674304)

[Course admission packet 24](#_Toc44674305)

[Basis for admission packet 27](#_Toc44674306)

[Course prior credit packet 28](#_Toc44674307)

[Specialisation packet 29](#_Toc44674308)

[HDR end-user engagement packet 30](#_Toc44674309)

[Scholarship packet 31](#_Toc44674310)

[RTP stipend amount packet 32](#_Toc44674311)

[Course admission shortcuts 33](#_Toc44674312)

[Exit awards packet 33](#_Toc44674313)

[Aggregated awards packet 34](#_Toc44674314)

[Unit enrolments group 36](#_Toc44674315)

[Unit enrolment packet 36](#_Toc44674316)

[AOU packet 40](#_Toc44674317)

[SA-HELP loans group 41](#_Toc44674318)

[SA-HELP loan packet 41](#_Toc44674319)

[OS-HELP loans group 42](#_Toc44674320)

[OS-HELP loan packet 42](#_Toc44674321)

[Applications group 43](#_Toc44674322)

[Course application packet 43](#_Toc44674323)

[Preferences group 46](#_Toc44674324)

[Course preferences packet 46](#_Toc44674325)

[Offers group 48](#_Toc44674326)

[Course offers packet 48](#_Toc44674327)

[Basis for admission packet (for a course offer) 50](#_Toc44674328)

[Full-time staff group 51](#_Toc44674329)

[Full-time staff packet 51](#_Toc44674330)

[Work classifications packet 54](#_Toc44674331)

[Casual staff actuals group 56](#_Toc44674332)

[Casual staff actuals packet 56](#_Toc44674333)

[Casual staff estimates group 58](#_Toc44674334)

[Casual staff estimates packet 58](#_Toc44674335)

# Overview of reporting requirements

All higher education providers (‘providers’) that are approved under the *Higher Education Support Act 2003* (HESA) are required to report data for the Higher Education Data Collection. This document sets out the reporting requirements for the Higher Education Data Collections for implementation for the 2021 reporting year.

All data is reported in data packets, as described in this document. Each packet comprises data elements. Detailed specifications for each data element is available from <https://www.tcsisupport.gov.au/elements>.

Some data packets include ‘extensions’, which enable providers to report more than one value for a data element or a group of data elements. These groups may be time-based and allow the reporting of changes in the characteristic of a course, student, etc. through time.

**Reporting method**

All data can be reported through:

* an application programming interface (API) from each provider’s student management system to the Government or
* the TCSI Portal.

Providers can report new and revised data as soon as the data is available. The system can receive information about past events and some events that are planned to occur (e.g. the establishment of a course in the following year).

**Event based reporting**

Event based reporting is required for packets that are critical to understanding study behaviour that may have an impact on entitlements, claims processes and payment accuracy.

While early reporting is encouraged, reporting more than six months in advance of a census date is optional for Unit Enrolments and any linked packets.

**Revisions**

All corrections and updates to data that have already been reported must be made:

* before the initial reporting deadline, or
* within 7 days of the information needed to make the correction or update becoming available.

whichever date is later.

**Compliance with due dates**

Late reporting may result in a breach of the HESA and can affect payments. It is important that providers allocate enough time to prepare, validate and submit data before the applicable deadline.

**More information**

For more information about terms used in these guidelines see the [glossary](https://www.tcsisupport.gov.au/support/glossary).

## Contact TCSI Support

If you need assistance with any reporting issues please contact us at TCSIsupport@dese.gov.au.

# Courses of study group

## Course of study packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The course of study packet is used to report data on what courses of study are offered by each provider. The data collected through a course of study packet is referenced by one or more course packets.

**Scope**

Providers are required to report a course of study packet for each course of study in which they intend to admit one or more students.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*E533: Course of study code | Required for all in-scope courses of study | Before the first course admission is reported for the course of study |
| \*E310: Course of study type |
| \*E455: Combined course of study indicator |
| E394: Course of study name |
| E350: Course of study load | Required for all in-scope courses of study, except:* higher doctorates
* cross-institutional programs
* non-award courses
* OUA programs
 |

\*These elements must be reported together when a new course of study packet is created

**Uniqueness**

Each course of study packet:

* must have a value for the course of study code (E533) that is unique to the provider
* should have a value for the course of study name (E394) that is unique to the provider.

**Revising data**

A provider can correct data already in a course of study packet after the initial packet is reported, with the following limitations:

* the course of study type (E310) cannot be changed from a higher degree by research course (‘02’ or ‘03’) to a non-higher degree by research course if the course of study packet has linked data
* a course of study packet cannot be deleted if it is linked to an active course record.

All revisions made to elements in the course of study packet will apply to all enrolment records linked to the course of study, including historical enrolment and completion records. Revisions should therefore only be made where data has been incorrectly reported through a genuine administrative error. Where there is an actual change to a course of study, it should not be made by revising an existing course of study but instead by creating a new course of study record.

# Courses group

## Course packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The course packet is used to report data on the courses offered by each provider. Each course packet must be linked to an established course of study packet. The data collected through a course packet may be referenced by one or more:

* course on campus packets
* course admission packets
* exit awards packets
* aggregated awards packets.

**Scope**

Providers are required to report a course packet for each course in which they intend to admit or complete one or more students.

**Initial reporting requirements**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*UID3: Course of study resource key*or*\*E533: Course of study code | Required for all in-scope courses | Before the first course admission is linked to the course |
| \*E609: Course effective from date |
| \*E307: Course code |
| \*E596: Standard course duration |
| E308: Course name |
| E610: Course effective to date | Optional | n/a |
| Extension: course fields of education |
| \*E461: Field of education code | Required for all in-scope courses | Before the first course admission is linked to the course |
| \*E462: Field of education supplementary code |
| Extension: special interest course |
| E312: Special course type | Required for all in-scope courses that are of special interest[[1]](#footnote-1) | Before the first course admission is linked to the course |

\*These elements must be reported together when a new course packet is created

**Uniqueness**

Each course packet must have a value for E307 (course code) that is unique to the provider.

**Revising and adding data**

A provider can update, correct or add data already submitted through a course packet after the initial packet is reported, as per the table below.

|  |  |
| --- | --- |
| **Element** | **Revisions required** |
| UID3: Course of study resource key *or*E533: Course of study code | Corrections only |
| E609: Course effective from date |
| E307: Course code |
| E596: Standard course duration | Update to current value |
| E308: Course name |
| E610: Course effective to date | Optional update to current value |
| Extension: course fields of education |
| E461: Field of education code | Corrections only.Changes through time are reported by creating a course fields of education packet |
| E462: Field of education supplementary code |
| Extension: special interest course |
| E312: Special course type | Corrections only.Changes through time are reported by creating a special interest course packet |

A course packet cannot be deleted if it is linked to an active course admission, exit award or aggregate award record.

If there is an actual change through time (not a data correction) for the field of education codes (E461/E462) for a course, these are to be reported by creating a new course fields of education packet, which enables the start date of that change to be reported. Similarly, a change through time to the special course type (E312) for a course is to be reported through the special interest course packet along with the dates of this change.

## Course fields of education packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The course fields of education (CFE) packet is used to report changes through time to the fields of education for a given course. The first CFE packet for a course is created as part of the course packet. A provider may create as many additional CFE packets as necessary to report changes to the fields of education for a course through time.

**Scope**

Providers are required to create a CFE packet only when there is a change to E461 or E462 for a course.

**Initial reporting requirements**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*E461: Field of education code | Required if there is a change through time to E461 or E462 for an existing course  | Before the first course admission is linked to the course or within 7 days of a new value for field of education being known |
| \*E462: Field of education supplementary code |
| \*E609: Field of education effective from date |

\*These elements must be reported together when a new CFE packet is created

**Uniqueness**

Each CFE packet must have a value for E609 (field of education effective from date) that is unique for the course.

**Revising data**

Providers can correct data submitted in a CFE packet, with the following limitations:

* the field of education effective from date (E609) for the first CFE packet cannot be amended as this is a system generated date that remains linked to the course effective from date (E609)
* only the CFE packets at the end of the time series can be deleted
* a field of education effective from date (E609) cannot be amended in a way that would create a gap or overlap in the time series of CFE data for a course.

Deleting a course will delete CFE packets linked to the course.

## Special interest course packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The special interest course (SIC) packet is used to report changes through time to the special course type (E312) for a given course. A SIC packet for a course will be created as part of the course packet if the provider reports a value for the special interest type when the course packet is established. Otherwise, a provider may create a SIC packet later and can create as many SIC packets as necessary to report changes to the SIC information for a course through time.

**Scope**

Providers are required to report a SIC packet only when a course is of special interest[[2]](#footnote-2) and this was not reported through the original course packet or when there is a change to the value of the special interest value through time.

**Initial reporting requirements**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*E312: Special course type | Required if there is a change through time to E312 for an existing course  | Before the first course admission is linked to the course or within 7 days of a new value for E312 being known |
| \*E609: SIC effective from date |
| E610: SIC effective to date | Required if a reported value for E312 ceases to be true for a course |

\*These elements must be reported together when a new SIC packet is created

**Uniqueness**

Each SIC packet must have a value for E609 (SIC effective from date) that is unique for the course.

**Revising data**

Providers can correct data submitted in a SIC packet, with the following limitation:

* the SIC effective dates (E609/E610) cannot be amended in a way that would create an overlap in the time series of the SIC data for a course.

# Campuses group

## Campus packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The campus packet is used to report data on the campuses from which providers deliver their courses. The data collected through a campus packet is referenced by one or more course on campus packets.

**Scope**

Providers are required to report a campus packet for each campus from which it delivers one or more courses that are within the scope of the course on campus packet.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*E525: Campus suburb | Required for all in-scope campuses | Before the first course on campus is linked to the campus |
| \*E644: Campus country code |
| \*E609: Campus effective from date |
| E559: Campus postcode | Required for all in-scope campuses in Australia |
| E610: Campus effective to date | Optional | n/a |

\*These elements must be reported together when a new campus packet is created

**Uniqueness**

Each campus packet must:

* for campuses in Australia, have a combination of campus suburb (E525) and the campus postcode (E559) that is unique to the provider
* for campuses not in Australia, have a combination campus country code (E644) and campus suburb (E525) that is unique to the provider.

**Revising data**

A provider can update or correct the data already in a campus packet after the initial packet is reported, as per the following table.

|  |  |
| --- | --- |
| **Element** | **Revisions required** |
| E525: Campus suburb | Corrections only |
| E644: Campus country code |
| E609: Campus effective from date |
| E559: Campus postcode | Update to current value |
| E610: Campus effective to date | Optional update to current value |

A campus packet cannot be deleted if it is linked to an active course on campus record.

# Courses on campus group

## Course on campus packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The course on campus packet is used to report which courses are delivered from which campuses and to provide data on the features of the courses as delivered at each campus. Each course on campus packet must be linked to an established campus packet and an established course packet.

**Scope**

Providers are required to report a course on campus packet for every:

* undergraduate course[[3]](#footnote-3) that is undertaken by domestic students at an Australian campus
* postgraduate course work course that is undertaken by domestic students at an Australian campus
* all courses delivered at an offshore campus.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*UID2: Campus resource key *or*E525/E644/E559: Unique campus combination | Required for all in-scope courses | Before a student is admitted to the course on campus |
| \*UID5: Courses resource key orE307: Course code |
| \*E609: Course on campus effective from date |
| E597: CRICOS code | Required for in-scope courses with a CRICOS code |
| E569: Campus operation type | Required for in-scope courses with offshore delivery |
| E570: Principal mode of offshore delivery code |
| E571: Offshore delivery code |
| E610: Course on campus effective to date | Required if the provider ceases to deliver the course at an offshore campus | Within 7 days of the last day of delivery of the course on the campus |
| Extension: campus course fees |
| \*E536: Course fees code | Required for all in-scope courses | Before a student is admitted to the course on campus |
| E495: Indicative student contribution amount for CSP | Required if Commonwealth supported places are offered for the course |
| E496: Indicative tuition fee for a domestic fee-paying place | Required if domestic fee-paying places are offered for the course |
| Extension: TAC offers |
| E557: TAC offer code | Required if applications for the course are handled by a TAC | Before a student is admitted to the course on campus |

\*These elements must be reported together when a new course on campus packet is created

**Uniqueness**

Each course on campus packet must have a combination of campus (UID2 or E525/E644/E559) and course (UID5 or E307) that is unique to the provider.

**Revising and adding data**

A provider can update, correct or add to the data already in a course on campus packet after the initial packet is reported, as per the table below.

|  |  |
| --- | --- |
| **Element** | **Revisions required** |
| UID2: Campus resource key *or*E525/E644/E559: Unique campus combination | Corrections only |
| UID5: Courses resource key orE307: Course code |
| E609: Course on campus effective from date |
| E597: CRICOS code | Update to current value |
| E569: Campus operation type |
| E570: Principal mode of offshore delivery code |
| E571: Offshore delivery code |
| E610: Course on campus effective to date |
| Extension: campus course fees |
| E536: Course fees code | Corrections only.Changes through time are reported by creating a campus course fees packet |
| E495: Indicative student contribution amount for CSP |
| E496: Indicative tuition fee for a domestic fee-paying place |
| Extension: TAC offers |
| E557: TAC offer code | Update to current value if only one TAC is applicable.Additional codes are reported by creating a TAC offer packet |

If there is an actual change through time (not a data correction) to data included in the campus course fees extension, this change is to be reported by creating a new campus course fees packet so that dates are reported to indicate the timing of the change.

If there is more than one TAC handling applications for the course on campus, additional TAC offer codes are to be reported through the TAC offer packet.

## Campus course fees packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The campus course fees (CCF) packet is used, for a given course on campus, to report changes through time to data in the campus course fee extension. The first CCF packet for a course on campus is created as part of the course on campus packet. A provider may create as many additional CCF packets as necessary to report changes to the CCF information for a course through time.

**Scope**

Providers are required to report a CCF packet only when there is a change to E536, E495 or E496 for a course on campus.

**Initial reporting requirements**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*E536: Course fees code | Required if there is a change through time to E536, E495 or E496 for an existing course on campus | Within 7 days of the change to fees having affect |
| \*E609: CCF effective from date |
| E495: Indicative student contribution amount for CSP | Required if Commonwealth supported places are offered for the course |
| E496: Indicative tuition fee for a domestic fee-paying place | Required if domestic fee-paying places are offered for the course |

\*These elements must be reported together when a new CCF packet is created

**Uniqueness**

Each CCF packet must have a value for CCF effective from date (E609) that is unique for the course on campus.

**Revising data**

Providers can correct any data submitted in a CCF packet, with the following limitations:

* the CCF effective from date (E609) for the first CCF packet cannot be amended as this is a system generated date that remains linked to the course on campus effective from date (E609)
* only the CCF packets at the end of the time series can be deleted
* a CCF effective from date (E609) cannot be amended in a way that would create a gap or overlap in the time series of CCF data for a course on campus.

## TAC offer packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The TAC offer packet is used to report TAC offer codes (E557) for a course on campus. A TAC offer packet for a course on campus will be created as part of the course on campus packet if the provider reports a value for the TAC offer code (E557) when that course on campus packet is established. Otherwise, a provider may create a TAC offer packet later and can create as many TAC offer packets as necessary to add TAC offer codes (E557) for a course on campus.

**Scope**

Providers are required to report a TAC offer packet only when this was not reported through the original course on campus packet or when there are two or more TACs handing applications for the course on campus.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Reporting requirement** | **Deadline** |
| E557: TAC offer code | Required if applications for the course are handled by a TAC not already reported through the course on campus packet | Before the first course admission for the course on campus or within 7 days of a new TAC making offers |

**Uniqueness**

Each TAC offer packet must have a value for TAC offer code (E557) that is unique for the course on campus.

**Revising data**

A provider can update or correct the data in a TAC packet after the initial packet is reported.

# Students group

## Student packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The student packet is used to report key identity, address and demographic data for students at the provider. The data collected through a student packet is referenced by one or more:

* Commonwealth scholarship packets
* course admission packets
* aggregated awards packets
* exit awards packets
* SA-HELP loan packets.

**Scope**

Providers are required to report a student packet for every student or person that the provider:

* admits to a course
* grants a higher education award to, or
* enrols in a unit of study.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*E313: Student identification code | Required for all in-scope students | Before the first course admission is linked to the student |
| \*E314: Date of birth |
| E315: Gender code | Required for all in-scope students | Within 14 days of the earliest:* census date
* debt incurral date or
* course outcome date

for the student |
| E316: Aboriginal and Torres Strait Islander code |
| E346: Country of birth code |
| E348: Language spoken at home code |
| E658: Residential address country code | Required for all in-scope students with a course admission record | Within 14 days of the earliest:* census date or
* debt incurral date

for the student |
| E661: Term address country code |
| E319: Term address postcode | Required for all in-scope students with a course admission record who have a term address in Australia |
| E402: Student family name | Required for students who are:* Commonwealth assisted
* domestic RTP students
* offered a Commonwealth scholarship
 | Before the first course admission or Commonwealth scholarship record is linked to the student |
| E403: Student given name - first |
| E404: Student given name - others |
| E410: Residential address street | Required for all students who are Commonwealth assisted or offered a Commonwealth scholarship |
| E469: Residential address suburb |
| E470: Residential address state | Required for all students who are Commonwealth assisted or offered a Commonwealth scholarship and residing in Australia | Before the first course admission or scholarship record is linked to the student |
| E320: Residential address postcode | Required for all domestic students who are residing in Australia and have a course admission record  |
| E347: Year of arrival in Australia | Required if the student was not born in Australia but ever resided in Australia | Within 14 days of the earliest:* census date
* debt incurral date or
* course outcome date

for the student |
| E572: Year left school | Required if student is a domestic student | Within 14 days of the earliest:* census date or
* debt incurral date

for the student  |
| E612: Level left school |
| E573: Highest educational attainment code parent 1 | Required if student is a domestic undergraduate student |
| E574: Highest educational attainment code parent 2 |
| E416: Tax file number | Required if student is accessing a HELP loan and has a TFN |
| E584: Unique student identifier | Required for new domestic and onshore international students | Within 14 days of the earliest census date for the student |
| E488: CHESSN | Optional | n/a |
| Extension: disability |
| E615: Disability code | Required if the student reports that they have a disability | Within 14 days of the earliest:* census date or
* debt incurral date

for the student |
| Extension: citizenship |
| E358: Citizen resident code | Required for all in-scope students | Within 14 days of the earliest:* census date
* debt incurral date or
* course outcome date

for the student |

\*These elements must be reported together when a new student packet is created

**Uniqueness**

Each student packet must have a student identification code (E313) that is unique to the provider.

**Revising and adding data**

A provider can revise any data already in a student packet after the initial packet is reported as per the table below.

A student packet cannot be deleted if it is linked to an active Commonwealth scholarship, course admission, aggregated award, exit award, or SA-HELP loan record.

If there is an actual change through time (not a data correction) to the citizen resident code (E358) for a student, that change is to be reported by creating a citizenship packet so that dates are reported to indicate the timing of the change.

If the student reports having more than one disability, additional disability codes (E615) are to be reported through the disability packet. If there is an actual change (not a data correction) to a student’s disability, this change is also to be reported using the disability packet so that dates are reported to indicate the timing of the change.

|  |  |
| --- | --- |
| **Element** | **Revisions required** |
| E313: Student identification code | Corrections only |
| E314: Date of birth |
| E658: Residential address country code | Update to current value |
| E315: Gender code |
| E316: Aboriginal and Torres Strait Islander code |
| E346: Country of birth code | Corrections only |
| E348: Language spoken at home code | Update to current value |
| E661: Term address country code |
| E319: Term address postcode |
| E402: Student family name |
| E403: Student given name - first |
| E404: Student given name - others |
| E410: Residential address street |
| E469: Residential address suburb |
| E470: Residential address state |
| E320: Residential address postcode |
| E347: Year of arrival in Australia | Corrections only |
| E572: Year left school | Update to current value |
| E612: Level left school |
| E573: Highest educational attainment code parent 1 |
| E574: Highest educational attainment code parent 2 |
| E416: Tax file number | Corrections only |
| E488: CHESSN |
| E584: Unique student identifier |
| Extension: disability |
| E615: Disability code | Corrections onlyChanges through time are reported by creating a disability packet |
| Extension: citizenship |
| E358: Citizen resident code | Corrections onlyChanges through time are reported by creating a citizenship packet |

## Disability packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The disability packet is used to report disability codes (E615) for a student and changes through time in line with a student’s disabilities. A disability packet for a student will be created as part of the student packet if the provider reports a value for the disability code (E615) when the student packet is established. In this case, the disability effective from date (E609) is automatically generated based on the date the student packet was first reported. Providers may amend this date. A provider may create as many disability packets as necessary to add disability codes (E615) for a student.

**Scope**

Providers are required to report a disability packet only when a student notifies the provider that:

* they have a disability but this was not reported through the original student packet
* they have two or more disabilities, or
* there has been a change to their disability status.

**Initial reporting requirements**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*E615: Disability code | Required if reporting a new disability code for the student | Within 14 days of the first census date for the student or 7 days of a the student advising of a disability |
| \*E609: Disability effective from date |
| E610: Disability effective to date | Required if the student advises the provider that a disability has ended | Within 7 days of a student advising that the disability has ceased |

\*These elements must be reported together when a new disability packet is created

**Uniqueness**

Each disability packet must have a value for the disability code (E615) that is unique to the student on any given date, as determined by disability effective dates (E609 and E610).

**Revising data**

A provider can update or correct any data already in a disability packet after the initial packet is reported as per the following table.

|  |  |
| --- | --- |
| **Element** | **Revisions required** |
| E615: Disability code | Corrections only |
| E609: Disability effective from date |
| E610: Disability effective to date | Update to current value |

## Citizenship packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The citizenship packet is used to report changes through time to the citizen resident code (E358) for a student. A citizenship packet for a student will be created as part of the student packet if the provider reports a value for the citizen resident code (E358) when that packet is established. In this case, the citizenship effective from date (E609) is automatically generated based on the date the student packet was first reported. Providers may amend this date. A provider may create as many additional citizenship packets as necessary to report changes to a student’s citizenship or residency status through time.

**Scope**

Providers are required to report a citizenship packet only when the student’s citizen resident code (E358) was not reported through the original student packet or when a student notifies the provider that there has been a change to their citizenship or residency status.

**Initial reporting requirements**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*E358: Citizen resident code | Required if reporting a new citizen resident code for the student | Within 14 days of the first census date for the student or 7 days of the student advising of a change in citizenship |
| \*E609: Citizenship effective from date |

\*These elements must be reported together when a new citizenship packet is created

**Uniqueness**

Each citizenship packet must have a value for citizenship effective from date (E609) that is unique for the student.

**Revising data**

Providers can correct the data submitted in a citizenship packet and the system-generated citizenship effective from date (E609) for the first reported citizen resident code (E358), with the following limitations:

* only the citizenship packets at the end of the time series can be deleted
* a citizenship effective from date (E609) cannot be amended in a way that would create a gap or overlap in the time series of citizenship data for a student.

The value for the citizen resident code (E358) is to be correct as at the citizenship effective from date (E609).

## First reported address packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The first reported address packet is used to make corrections to the student’s first reported residential address data. The initial values for all data elements in the first reported address packet are automatically generated by the system from the first time residential address data reported through the student packet as per the table below. The values in the first reported address packet are not affected by any revisions made to address data in the student packet.

|  |  |
| --- | --- |
| **First reported data from student packet** | **Stored in first reported address packet** |
| E410: Residential address street | E787: First residential address street |
| E469: Residential address suburb | E789: First residential address suburb |
| E470: Residential address state | E791: First residential address state |
| E320: Residential address postcode | E790: First residential address postcode |
| E658: Residential address country code | E659: First residential address country code |

**Scope**

Providers are required to revise the data in the first reported address packet only when the provider becomes aware that the stored data values do not correctly reflect a student’s original residential address.

**Initial reporting requirements**

Not applicable.

**Uniqueness**

Not applicable.

**Revising data**

A provider can correct the data in a first reported address packet after the initial packet is created by the system.

## Commonwealth scholarship packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.1 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The Commonwealth scholarship packet is used to report Indigenous Student Success Program (ISSP) scholarships that are offered and awarded to students.

**Scope**

Providers are required to report a Commonwealth scholarship packet for each student who is offered an ISSP scholarship. Providers are also required to report a Commonwealth scholarship packet for each student who received an ISSP scholarship for each six-month period (E415/E666) in which they received the scholarship.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*E415: Reporting year | Required for all in-scope scholarship offers and actual scholarships | Scholarship offers: within 7 days of a a student being offered the scholarshipActual scholarships: within 7 days of the student being awarded the scholarship |
| \*E666: Reporting period |
| \*E526: Commonwealth scholarship status code |
| \*E545: Commonwealth scholarship type code |
| E538: Commonwealth scholarship termination reason code | Required if an actual scholarship is terminated | Within 7 days of the scholarship being terminated |
| E598: Commonwealth scholarship amount | Required if the student received a scholarship payment | Within 7 days of the end of the reporting period |

\*These elements must be reported together when a new Commonwealth scholarship packet is created

**Uniqueness**

Each Commonwealth scholarship packet must have a unique combination of the values for:

* Reporting year (E415)
* Reporting period (E666)
* Commonwealth scholarship status code (E526)
* Commonwealth scholarship type code (E545)

**Revising data**

A provider can update or correct any data already in a Commonwealth scholarship packet after the initial packet is reported as per the following table.

|  |  |
| --- | --- |
| **Element** | **Revisions required** |
| E415: Reporting year | Corrections only |
| E666: Reporting period |
| E526: Commonwealth scholarship status code | Scholarship offers: corrections only.Actual scholarships: update to current value until end of reporting period then corrections only, with value to be correct as at the last day of the reporting period (E415/E666) |
| E545: Commonwealth scholarship type code |
| E538: Commonwealth scholarship termination reason code |
| E598: Commonwealth scholarship amount |

# Course admissions group

## Course admission packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The course admission packet is used to report the admission of students into courses and provide data on aspects of the student’s admission and engagement in the course. Each course admission packet must be linked to an established student packet and established course packet. The data collected through a course admission packet may be referenced by one or more:

* unit enrolment packets
* OS-HELP loan packets
* exit award packets.

**Scope**

Providers are required to report a course admission packet each time a student is admitted to a course of the provider where the student may need to enrol in units of study to complete the course. A course admissions packet should not be reported for a person who is to be awarded a higher doctorate.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*UID8 or: Student resource key *or*\*E313: Student identification code | Required for all in-scope course admissions | Within 7 days of a student being admitted to a course |
| \*UID5 or: Course resource key *or*\*E307: Course code |
| \*E534: Course of study commencement date |
| E620: Highest attainment code | Required for all in-scope domestic students | Within 14 days of the first census date linked to the course admission |
| E632: Australian tertiary admission rank | Required for recent school leavers in an undergraduate course who have an Australian tertiary admission rank |
| E605: Selection rank | Required for recent school leavers in an undergraduate course who have a selection rank |
| E330: Type of attendance code | Required for students in a HDR course |
| E599: Course outcome code | Required if the student is no longer enrolled in the course or has formally deferred | Within 7 days of a student taking a leave of absence, completing the course or ceasing enrolment in the course  |
| E591: HDR thesis submission date | Required if the HDR student has submitted a thesis | Within 7 days of the student submitting their thesis for the first time |
| E594: HDR primary field of research code | Required if the student is in a HDR course | Within 14 days of the first census date linked to the course admission |
| E595: HDR secondary field of research code | Required if the student is in a HDR course and has more than one field of research |
| E592: Course outcome date | Required if a course of study (including an enabling course) or a bridging course for overseas-trained professionals is completed | Within 7 days of the student completing the course |
| Extension: basis for admission |
| E327: Basis for admission code | Required for all in-scope course admissions | Within 14 days of the first census date linked to the course admission |
| *Extension: course prior credit* |
| E560: Credit used value^ | Required if credit is used | Within 14 days of the first census date linked to the course admission or 7 days of credit being applied to the student’s course |
| E561: Credit basis code^ |
| E566: Credit provider code | Required if E561 has study at an Australian provider as a credit basis |
| Extension: specialisation |
| E463: Specialisation code | Required if known or on completion of an award course | Within 7 days of the student completing the course |

\*These elements must be reported together when a new course admission packet is created

^These elements, if reported, must be reported together

**Uniqueness**

Each course admission packet must have a unique combination of values for:

* student (UID8 or E313)
* course (UID5 or E307)
* course of study commencement date (E534).

The combination of student (UID8 or E313), course (UID5 or E307) and course of study commencement date (E534) must also be unique across all course admissions packets and aggregated award packets for the provider.

**Revising and adding data**

A provider can revise any data already in a course admission packet after the initial packet is reported as per the table below.

|  |  |
| --- | --- |
| **Element** | **Revisions required** |
| UID8 or: Student resource key *or*E313: Student identification code | Corrections only |
| UID5 or: Course resource key *or*E307: Course code |
| E534: Course of study commencement date |
| E620: Highest attainment code | Corrections only. Value is to be correct as at the course of study commencement date (E534) |
| E632: Australian tertiary admission rank |
| E605: Selection rank |
| E330: Type of attendance code | Update to current value |
| E599: Course outcome code |
| E591: HDR thesis submission date | Corrections only. Value is to be correct as at the first thesis submission date (E591) |
| E594: HDR primary field of research code | Update to current value |
| E595: HDR secondary field of research code |
| E592: Course outcome date |
| Extension: basis for admission |
| E327: Basis for admission code | Corrections only. Value is to be correct as at the course of study commencement date (E534). Additional codes are reported by creating a basis for admission packet |
| Extension: course prior credit |
| E560: Credit used value | Corrections only. Additional codes are reported by creating a course prior credit packet |
| E561: Credit basis code |
| E566: Credit provider code |
| Extension: specialisation |
| E463: Specialisation code | Update to current value until course outcome date (E592). Then corrections only, with values to be as at the course outcome date (E592). Additional codes are reported by creating a specialisation packet |

A course admission packet cannot be deleted if it is linked to an active unit enrolment, OS‑HELP loan or exit award record.

The course identifier (UID5 or E307) should only be amended when data has been incorrectly reported through a genuine administrative error. The course identifier must not be revised as a result of a student transferring between courses. A new course admissions packet is to be created in this instance.

If a student has:

* more than one basis for admission into the course, the additional basis for admission code (E327) is to be reported through the basis for admission packet
* credit applied towards the requirements of the course on more than one occasion, the additional credit values and codes (E560, E561 and E566) are to be reported through the course prior credit packet
* more than one specialisation for the course, the additional specialisations (E463) are to be reported through the specialisation packet.

## Basis for admission packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The basis for admission packet is used to report basis for admission codes (E327) for the student’s admission into a course. A basis for admission packet for a course admission will be created as part of the course admission packet if the provider reports a value for the basis for admission code (E327) when the course admission packet is established. Otherwise, a provider may create one or two basis for admission packets later to report up to two basis for admission codes (E327) for a course admission.

**Scope**

Providers are required to report a basis for admission packet only when the basis for admission code (E327) was not reported through the original course admission packet or when there are two basis for admission codes (E327) that apply to the course admission record.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Reporting requirement** | **Deadline** |
| E327: Basis for admission code | Required for all in-scope course admissions | Within 14 days of the first census date linked to the course admission |

**Uniqueness**

Each basis for admission packet must have a value for basis for admission code (E327) that is unique for the student’s course admission.

**Revising data**

A provider can correct the data in a basis for admission packet after the initial packet is reported. The value on a basis for admission packet is to be correct as at the course of study commencement date (E534).

## Course prior credit packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The course prior credit packet is used to report the credit values and codes (E560, E561 and E566) when credit is applied towards the requirements of the course for the student. A course prior credit packet for a course admission will be created as part of the course admission packet if the provider reports credit values and codes (E560, E561 and E566) when the course admission packet is established. A provider may create as many additional course prior credit packets as necessary to add additional credits that are applied to a course for the student.

**Scope**

Providers are required to report a course prior credit packet only when credit is applied to a course for a student and:

* credit is received from more than one source of credit (E561 or E566); or
* credit was not reported as part of the original course admission packet.

**Initial reporting requirements**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*E560: Credit used value | Required if credit is used | Within 14 days of the first census date linked to the course admission or 7 days of credit being applied to the student’s course |
| \*E561: Credit basis code |
| E566: Credit provider code | Required if E561 has study at an Australian provider as a credit basis |

\*These elements must be reported together when a new course prior credit packet is created

**Uniqueness**

Not applicable.

**Revising data**

A provider can update or correct the data in a course prior credit packet after the initial packet is reported. All values on a course prior credit packet are to be correct as at the current date or the course outcome date (E592), whichever date is earlier.

## Specialisation packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The specialisation packet is used to report specialisation codes (E463) for the student’s course. A specialisation packet for a student in a course will be created as part of the course admission packet if the provider reports a value for the specialisation code (E463) when that course admission packet is established. Otherwise, a provider may create up to four specialisation packets later to report up to four specialisation codes (E463) for a student in a course.

**Scope**

Providers are required to report a specialisation packet only when the specialisation code (E463) was not reported through the original course admission packet or when two or more specialisation codes (E463) apply to a student in a course.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Reporting requirement** | **Deadline** |
| E463: Specialisation code | Required if a specialisation is known or on completion and has not been reported through the course admissions packet  | Within 7 days of the student completing the course |

**Uniqueness**

Each specialisation packet must have a value for specialisation code (E463) that is unique for the student in the course.

**Revising data**

A provider can update or correct the data in a specialisation packet after the initial packet is reported. The value on a specialisation packet is to be correct as at the current date or the course outcome date (E592), whichever date is earlier.

## HDR end-user engagement packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The HDR end-user engagement packet is used to report one or more types of end-user engagement for a student undertaking a higher degree by research (HDR) course and the timeframes associated with each engagement. A provider may create as many HDR end-user engagement packets as necessary to report all the types of end-user engagements that apply to a student throughout their course and the timeframes that apply to each engagement type.

**Scope**

Providers are required to report a HDR end-user engagement packet for a student only when there is an end-user engagement as part of the student’s HDR course.

**Reporting deadlines**

Providers are required to create and/or revise HDR end-user engagement packet/s for every in‑scope student who commenced or ceased an end-user engagement in 2021 by 31 January 2022.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Reporting requirement** | **Deadline** |
| \*E593: HDR end-user engagement code | Required for all in-scope students | 31 January 2022 |
| \*E609: HDR end-user engagement effective from date |
| E610: HDR end-user engagement effective to date | Required for all in-scope students where the end date of the engagement is known |

\*These elements must be reported together when a new HDR end-user engagement packet is created

**Uniqueness**

Each HDR end-user engagement packet must have a value for the HDR end-user engagement code (E593) that is unique to the student in the course on any given date, as determined by HDR end-user engagement effective dates (E609 and E610).

**Revising data**

A provider can correct the data in a HDR end-user engagement packet after the initial packet is reported. All values on a HDR end-user engagement packet are to be correct as at the current date or the course outcome date (E592), whichever is earlier.

## Scholarship packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The scholarship packet is used to report one or more types of scholarships that a student is receiving under the Research Training Program (RTP) and the timeframes associated with each scholarship type. A provider may create as many scholarship packets as necessary to report all the types of RTP scholarships that a student receives throughout their course and the timeframes that apply to each scholarship type.

**Scope**

Providers are required to report a scholarship packet for a student only when the student receives a RTP scholarship for their course.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Reporting requirement** | **Deadline** |
| \*E487: Scholarship type | Required for all in-scope students | Within 7 days of the scholarship effective from date (E609) |
| \*E609: Scholarship effective from date |
| E610: Scholarship effective to date | Required for all in-scope students  |

\*These elements must be reported together when a new scholarship packet is created

**Uniqueness**

Each scholarship packet must have a value for the scholarship (E487) that is unique to the student in the course on any given date, as determined by scholarship effective dates (E609 and E610).

**Revising data**

A provider can correct the data in a scholarship packet after the initial packet is reported. All values on a scholarship packet are to be correct as at the current date or the scholarship effective to date (E610), whichever date is earlier.

## RTP stipend amount packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.1 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The RTP stipend amount packet is used to report the amount of stipend awarded to a student under the Research Training Program (RTP) for each calendar year. A provider may create as many RTP stipend amount packets as necessary to report each year for which the student is awarded a RTP stipend for the course.

**Scope**

Providers are required to report a RTP stipend amount packet for a student only when the student is awarded a RTP stipend for their course.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Reporting requirement** | **Deadline** |
| \*E623: RTP stipend amount | Required for all in-scope students | Within 7 days of the scholarship being awarded |
| \*E415: Reporting year |

\*These elements must be reported together when a new RTP stipend amount packet is created

**Uniqueness**

Each RTP stipend amount packet must have a value for the reporting year (E415) that is unique to the course admission record.

**Revising data**

A provider can correct the data in a RTP stipend amount packet after the initial packet is reported. All values on a RTP stipend amount packet are to be correct as of when the stipend was awarded.

# Course admission shortcuts

## Exit awards packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The exit awards packet is used to report a higher education award course completion for a student who has a course admission record with the provider but it is not for the course that has been completed. Each exit awards packet must be linked to an established course admission packet and an established course packet.

**Scope**

Providers may report an exit awards packet for each student who is to be granted a higher education award where the course leading to the award is related to, but does not exactly match, the course on the course admission record the provider has for the student.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Reporting requirement** | **Deadline** |
| \*UID15: Course admission resource key *or*E313/E307/E534: Unique course admission combination | Required for all in‑scope exit awards | Within 7 days of the provider determining that the student has met the academic requirements to be granted an exit award |
| \*UID5: Course resource key *or*E307: Course code |
| \*E599: Course outcome code |
| \*E592: Course outcome date |

\*These elements must be reported together when an exit awards packet is created

**Uniqueness**

Each exit awards packet must have a unique combination of the values for:

* course admission identifier (UID15 or combination of E313/E307)
* course identifier (UID5 or E307)
* course outcome date (E592).

**Reporting notes**

The course identifier (UID5 or E307) in the exit awards packet must be the course for which the award is being granted. The course admission identifier (UID15 or E313/E307/E534) is the related course admission. If the student is not continuing with the course in the related course admission record, the course outcome code (E599) on that course admission packet must be revised to indicate that the student has ‘transferred to complete a related course’. If the student is continuing the related course admission, the exit award should be reported as ‘completed but continuing a related course’.

**Revising data**

A provider can correct the data in an exit awards packet after the initial packet is reported. All values on an exit award packet are to be correct as at the course outcome date (E592).

## Aggregated awards packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The aggregated awards packet is used to report an award course completion for a student who does not have a course admissions record with the provider that relates to the course completion. It is to be used where a student is to receive an award with a provider but they do not undertake any units of study with the provider in that course and there is therefore no need to establish a course admissions packet for the student, such as people who are to be awarded a higher doctorate. Each aggregated awards packet must be linked to an established student packet and an established course packet.

**Scope**

Providers are required to report an aggregated awards packet for each student who is to be granted a higher education award but does not have a course admissions record with the provider that relates to the completed course.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Reporting requirement** | **Deadline** |
| \*UID8: Student resource key *or* E313: Student identification code | Required for all in-scope aggregate awards | Within 7 days of the provider determining that the student has met the academic requirements to be granted an aggregate award |
| \*UID5: Course resource key *or*E307: Course code |
| \*E534: Course of study commencement date |
| \*E599: Course outcome code |
| \*E592: Course outcome date |
| \*E329: Mode of attendance code |
| \*E330: Type of attendance code |
| E591: HDR thesis submission date | Required if the HDR student has submitted a thesis |
| Extension: specialisation – array structure for multiple values |
| \*E463: Specialisation code | Required for all in-scope aggregate awards | Within 7 days of the provider determining that the student has met the academic requirements to be granted an aggregate award |

\*These elements must be reported together when an aggregate awards packet is created

**Uniqueness**

Each aggregated award packet must have a unique combination of values for:

* student (UID8 or E313)
* course (UID5 or E307)
* course of study commencement date (E534).

The combination of student (UID8 or E313), course (UID5 or E307) and course of study commencement date (E534) must also be unique across all course admissions packets and aggregated awards packets for the provider.

**Revising and adding data**

A provider can correct the data in an aggregated awards packet after the initial packet is reported. All values on an aggregated awards packet are to be correct as at the course outcome date (E592).

# Unit enrolments group

## Unit enrolment packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The unit enrolment packet is used to report a student’s enrolment in units of study. Each unit enrolment packet must be linked to an established course admission packet.

**Scope**

Providers are required to report a unit enrolment packet for each occasion that a student enrols in a unit of study with the provider where:

* the provider delivers teaching resources
* the provider sets or charges student contributions or tuition fees
* the unit of study is wholly work experience in industry, or
* the unit of study is undertaken by a domestic student as part of a formal overseas exchange program and will count as credit towards a course with the provider and for which the overseas provider is not charging tuition fees,

except for units of study:

* undertaken by overseas students in Australia as part of a formal exchange program where the student is not being charged tuition fees by the provider
* for English language intensive courses for overseas students (ELICOS)
* for which the cost of resources are met by another Australian provider
* involving work experience undertaken as a requirement of a course but which does not meet the definition of work experience in industry or does not count as credit towards the course's total credit requirements
* leading to the award of a higher doctorate
* for cross-institutional programs where the provider is not meeting the cost of the resources for the unit of study (these unit enrolments are to be reported by the provider that is meeting the cost of the resources)
* where the student has been granted an exemption or deferral
* undertaken by a domestic student as part of a formal overseas exchange program that will not count as credit towards a course with the provider.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*UID15: Course admission resource key *or*E313/E307/E534: Unique course admission combination | Required for all in-scope unit enrolments | Within 7 days of the student enrolling in a unit of study |
| \*E354: Unit of study code |
| \*E464: Discipline code |
| \*E622: Unit of study year-long indicator |
| \*E489: Unit of study census date |
| \*E600: Unit of study commencement date |
| \*E355: Unit of study status code |
| \*E601: Unit of study outcome date |
| \*E337: Work experience in industry code | Required for all in‑scope unit enrolments that are WEI |
| \*E551: Summer and winter school code | Required for all in‑scope unit enrolments that are a summer or winter school unit |
| E660: Delivery location – country code | Required for all in-scope unit enrolments | Within 14 days of the census date |
| E329: Mode of attendance code |
| E490: Student status code |
| E477: Delivery location – postcode | Required if the unit enrolment will be delivered in Australia |
| E392: Maximum student contribution code | Required if student is Commonwealth supported for the unit of study |
| E446: Remission reason code | Required if unit of study is remitted for the student | Within 7 days of the unit of study being remitted |
| ^E339: EFTSL | Required if provider does not report AOUs | Within 7 days of the student enrolling in a unit of study |
| E384: Amount charged | Required if provider does not report AOUs and the student is enrolled in the unit of study at the end of the census date | Within 14 days of the census date |
| E381: Amount paid upfront |
| E529: Loan fee |
| E558: HELP loan amount |
| Extension: AOU |
| #E333: Academic organisational unit code | Required if provider reports AOUs | Within 7 days of the student enrolling in a unit of study |
| ^E339: EFTSL |
| E384: Amount charged | Required if provider reports AOUs and the student is enrolled in the unit of study at the end of the census date | Within 14 days of the census date |
| E381: Amount paid upfront |
| E529: Loan fee |
| E558: HELP loan amount |

\*These elements must be reported together when a unit enrolment packet is created

#AOU (E333) must be reported in the AOU extension packet when it is created

^EFTSL (E339) must be reported either in the main unit enrolment packet or the AOU extension when the enrolment packet is created.

**Uniqueness**

There cannot be multiple unit enrolment packets with the same combination of values for:

* student (UID8 or E313)
* unit of study code (E354)
* unit of study census date (E489)

A student can study the same unit of study more than once, so long as the the commencement and outcome dates do not overlap.

For providers that use AOUs, each unit enrolment packet must also have a unique value for the academic organisational unit code (E333).

**Reporting notes**

Providers that use academic organisational units (AOUs) are able to report each unit enrolment with multiple fractional values for EFTSL (E339), amount charged (E384), amount paid upfront (E381), loan fee (E529) and HELP loan amount (E489). These fractional values are then summed by the system to the calculate total values for the unit enrolment. A provider reporting AOU extensions must only report the above elements (E339, E384, E381, E529 and E489) in the AOU extension and leave the totals blank in the unit enrolment packet.

Each unit enrolment packet must only contain units of study that contribute to the academic requirements of the course indicated by the course admission identifier (UID15 or combination of E313/E307/E534). Where a student is undertaking units of study with the provider that cannot be counted as credit towards the course or units of study undertaken after the academic requirements of the course have been met, the unit enrolment is to be reported for a separate course admission that identifies the course as a non-award course.

**Revising and adding data**

A provider can update or correct any data already in a unit enrolment packet after the initial packet is reported, as per the following table.

|  |  |
| --- | --- |
| **Element** | **Revisions required** |
| UID15: Course admission resource key *or*E313/E307/E534: Unique course admission combination | Corrections only |
| E354: Unit of study code |
| E464: Discipline code |
| E622: Unit of study year-long indicator |
| E489: Unit of study census date |
| E600: Unit of study commencement date |
| E355: Unit of study status code | Update to current value |
| E601: Unit of study outcome date |
| E337: Work experience in industry code | Corrections only |
| E551: Summer and winter school code |
| E660: Delivery location – country code |
| E329: Mode of attendance code | Update to current value until the census date. Then corrections only, with value to be correct as at the unit of study census date (E489) |
| E490: Student status code |
| E477: Delivery location - postcode | Corrections only. Value is to be correct as at the unit of study census date (E489) |
| E392: Maximum student contribution code |
| E446: Remission reason code | Update to current value |
| E339: EFTSL | Corrections only. Value is to be correct as at the unit of study census date (E489) |
| E384: Amount charged |
| E381: Amount paid upfront |
| E529: Loan fee |
| E558: HELP loan amount |
| Extension: AOU |
| E333: Academic organisational unit code | Corrections only. Value is to be correct as at the unit of study census date (E489) |
| E339: EFTSL |
| E384: Amount charged |
| E381: Amount paid upfront |
| E529: Loan fee |
| E558: HELP loan amount |

## AOU packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The AOU packet is used to report load and amount data for multiple academic organisational units for a unit enrolment. An AOU packet will be created as part of the unit enrolment packet if the provider reports a value in the AOU extension when the unit enrolment packet is established. Otherwise, a provider may create an AOU packet later and can create as many AOU packets as necessary to spread the load and amount data across multiple academic organisational unit codes (E333).

**Scope**

Providers that use AOUs are required to report an AOU packet only when this was not reported through the original unit enrolment packet or when there are multiple academic organisational units delivering load for the unit enrolment. Table A and Table B providers must report load and amount data for their higher education unit enrolments across one or more AOU packets. The use of AOUs by other higher education providers is optional.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Reporting requirement** | **Deadline** |
| \*E333: Academic organisational unit code | Required | Within 7 days of the student enrolling in a unit of study |
| \*E339: EFTSL |
| E384: Amount charged | Required if the student is enrolled in the unit of study at the end of the census date. | Within 14 days of the census date |
| E381: Amount paid upfront |
| E529: Loan fee |
| E558: HELP loan amount |

\*The EFTSL must be reported when an AOU packet is created

**Uniqueness**

Each AOU packet must have a value for each academic organisational unit code (E333) that is unique for the unit enrolment.

**Revising data**

A provider can correct the data in an AOU packet after the initial packet is reported. All values are to be correct as at the unit of study census date (E489).

# SA-HELP loans group

## SA-HELP loan packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.1 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The SA-HELP loan packet is used to report SA-HELP loans. Each SA-HELP loan packet must be linked to an established student packet.

**Scope**

Providers are required to report a SA-HELP loan packet for each SA-HELP loan provided to a student.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*UID8: Student resource key *or*E313: Student identification code | Required for all SA-HELP loans | Within 14 days of the HELP debt incurral date (E527) |
| \*E527: HELP debt incurral date |
| \*E490: Student status code |
| \*E384: Amount charged |
| \*E381: Amount paid upfront |
| \*E558: HELP loan amount |

\*These elements must be reported together when a SA-HELP loan packet is created

**Uniqueness**

Not applicable.

**Revising data**

A provider can update or correct any data already in a SA-HELP loan packet after the initial packet is reported. Data is to be correct as at the HELP debt incurral date (E527).

# OS-HELP loans group

## OS-HELP loan packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The OS-HELP loan packet is used to report OS-HELP loans. Each OS-HELP loan packet must be linked to an established course admission packet.

**Scope**

Providers are required to report an OS-HELP loan packet for each OS-HELP loan paid to a student.

**Initial reporting requirement**

|  |  |  |
| --- | --- | --- |
| **Element** | **Required reporting** | **Deadline** |
| \*UID15: Course admission resource key *or*E313/E307/E534: Unique course admission combination | Required for all OS-HELP loans | Within 14 days of the HELP debt incurral date (E527) |
| \*E527: HELP debt incurral date |
| \*E490: Student status code |
| \*E528: OS-HELP payment amount |
| \*E521: OS-HELP study period commencement date |
| E529: Loan fee | Required for all OS-HELP loans |
| E553: OS-HELP primary study country code | Required if the loan is for overseas study |
| E554: OS-HELP secondary study country code | Required if the loan is for overseas study and there is a secondary country |
| E583: OS-HELP language study commencement date | Required if the student is accessing a loan for study in Asia and is accessing a language loan |
| E582: OS-HELP language code | Required if the student is accessing a language loan |

\*These elements must be reported together when an OS-HELP loan packet is created

**Uniqueness**

Each OS-HELP loan packet must have a unique combination of the values for the:

* course admission identifier (UID15 or combination of E313/E307/E534)
* OS-HELP study period commencement date (E521)
* student status code (E490).

**Revising data**

A provider can update or correct any data already in a OS-HELP loan packet after the initial packet is reported. Data is to be correct as at the HELP debt incurral date (E527).

# Applications group

## Course application packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The course application packet is used to report direct applications made for admission into a higher education undergraduate award course at a Table A or Table B provider in the first study period of each year. The data collected through a course application packet is referenced by one or more:

* course preferences packets
* course offers packets.

**Scope**

Table A and Table B providers are required to report a course application packet for each valid application that has been directly and formally lodged with them by a domestic applicant where the application contains at least one preference for a Commonwealth supported place in a higher education undergraduate award course to commence in the first study period each year, except where the:

* citizen resident code (E358) is unknown at the time of the application
* application does not contain at least one valid preference
* application was cancelled by the institution because it was a duplicate, the applicant is known to be deceased, the applicant has falsified documentation, or other administrative reason
* application is from an applicant who is a non-commencing student seeking to register for their course after a lapsed enrolment or deferral and the application was not required for registration.

A course application packet may be reported for applications that:

* are from non-commencing students seeking to transfer between institutions, courses, courses of study, or who are required to register for their course following a lapsed enrolment or deferral
* cannot be processed because fees and charges have not been paid, the applicant has not signed or acknowledged the declaration, or the application has missing or insufficient documentation.

**Reporting deadlines**

The reference date for the 2021 University Applications and Offers Collection is 14 May 2021.
The 2021 University Applications and Offers Collection is due 31 May 2021.

**Initial reporting requirement**

|  |  |
| --- | --- |
| **Element** | **Required reporting** |
| \*E700 Application identification code | Required for all in-scope applications |
| \*E415 Reporting year |
| \*E701: Application status code |
| \*E358: Citizen resident code |
| \*E314: Date of birth |
| \*E315: Gender code |
| \*E658: Residential address country code |
| E402: Student family name |
| E403: Student given name first |
| E410: Residential address street |
| E469: Residential address suburb |
| E620: Highest attainment code |
| E320: Residential address postcode | Required for all in-scope applications from applicants who reside in Australia |
| E470: Residential address state |
| E702: Australian year 12 results type code | Optional for other institutions |
| E710: International Baccalaureate aggregate score | Required if the applicant’s candidature has been notified by the Australian Office of the International Baccalaureate Organisation |
| E632: Australian Tertiary Admission Rank | Required if the applicant has an Australian Tertiary Admission Rank |
| E488: CHESSN | Optional |
| E404: Student given name others |
| E316: Aboriginal and Torres Strait Islander code |
| E348: Language spoken at home code |
| E347: Year of arrival in Australia |
| E730: Prior postgrad code |
| E669: Prior postgrad year |
| E731: Prior degree code |
| E670: Prior degree year |
| E732: Prior HEP sub-degree code |
| E671: Prior HEP sub-degree year |
| E733: Prior VET sub-degree code |
| E672: Prior VET sub-degree year |
| E734: Prior VET award code |
| E673: Prior VET award year |
| E735: Prior RTO secondary code |
| E674: Prior RTO secondary year |
| E736: Prior secondary school code |
| E675: Prior secondary school year |
| E737: Prior other qualification code |
| E676: Prior other qualification year |
| \*These elements must be reported together when a course application packet is created |

**Uniqueness**

Each course application packet must have a combination of the values for the application identification code (E700) and reporting year (E415) that are unique to each provider.

**Revising data**

A provider can correct any data already in a course application packet, if required. A course application packet cannot be deleted if it is linked to an active course preference or course offer record.

# Preferences group

## Course preferences packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The course preferences packet is used to report all preferences listed on an application for current higher education undergraduate award courses submitted directly to a Table A or Table B provider. Each course preferences packet must be linked to an established course applications packet.

**Scope**

Table A and Table B providers that receive direct applications are required to report one or more course preferences packets for every preference listed in an application the provider has reported through a course application packet. That is, a course preferences packet must be reported for each valid application lodged by a domestic applicant where the application contains at least one preference for a Commonwealth supported place in a higher education undergraduate award course.

A course preferences packet must be reported for each preference listed by the applicant on a valid application. This includes current preferences for courses cancelled by providers and current preferences for courses for which the applicant is not eligible. The reported course preferences for an application may also include:

* bridging, enabling or non‑award courses
* postgraduate courses
* domestic fee‑paying undergraduate courses
* courses offered in the vocational, education and training sector.

**Reporting deadlines**

The reference date for the 2021 University Applications and Offers Collection is 14 May 2021.
The 2021 University Applications and Offers Collection is due 31 May 2021.

**Initial reporting requirement**

|  |  |
| --- | --- |
| **Element** | **Required reporting** |
| \*UID23: Course applications resource key *or*E700/E415: Unique application combination | Required for all in-scope course preferences |
| Extension: course preferences |
| \*E713: Preference ordinal position | Required for all in-scope course preferences |
| \*E306: Provider code |
| \*E310: Course of study type |
| \*E724: Sector code |
| \*E709: Intake year |
| E461: Field of education code |
| E462: Field of education supplementary code |
| E744: Intake month |
| E644: Campus country code | Optional |
| E559: Campus postcode |
| E329: Mode of attendance code |

\*These elements must be reported together when a course preferences packet is created

**Uniqueness**

Each course preferences packet must have a unique combination of the values for:

* course application identifier (UID23 or combination of E700/E415)
* preference ordinal position (E713) (unless ‘00’ or ‘99’ are reported).

**Revising and adding data**

A provider can correct any data already in a course preferences packet, if required.. A provider may create as many additional course preference packets as necessary to add course preferences to a course application.

# Offers group

## Course offers packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The course offers packet is used to report all offers and responses to offers for admission to a higher education undergraduate award course made directly to a Table A or Table B provider. Each course offers packet must be linked to an established course applications packet.

**Scope**

Table A and Table B providers that receive direct applications are required to report a course offers packet for each offer made in response to an application that the provider has reported through a course application packet. That is, course offer packets must be reported for offers made against valid applications lodged by a domestic applicant where the application contains at least one preference for a Commonwealth supported place in a higher education undergraduate award course.

A course offers packet is to be reported for every formal offer made to an applicant in response to the course application, irrespective of the type or level of course offered, the fee arrangements, whether the course was or is still listed as a course preference by the applicant, or the sector in which the course is to be delivered.

**Reporting deadlines**

The reference date for the 2021 University Applications and Offers Collection is 14 May 2021.
The 2021 University Applications and Offers Collection is due 31 May 2021.

**Initial reporting requirement**

|  |  |
| --- | --- |
| **Element** | **Required reporting** |
| \*UID23: Course applications resource key *or* E700/E415: Unique application combination | Required for all in-scope course offers |
| \*E713: Preference ordinal position |
| \*E306: Provider code |
| \*E310: Course of study type |
| \*E724: Sector code |
| \*E709: Intake year |
| \*E744: Intake month |
| E705: Date offered |
| E461: Field of education code |
| E462: Field of education supplementary code |
| E644: Campus country code | Optional |
| E559: Campus postcode |
| E329: Mode of attendance code |
| E723: Offer response code |
| Extension: basis for admission |
| E327: Basis for admission code | Required for all in-scope course offers |

\*These elements must be reported together when a course offers packet is created

**Uniqueness**

Each course preferences packet must have a unique combination of the values for:

* course application identifier (UID23 or combination of E700/E415)
* preference ordinal position (E713) (unless ‘00’ or ‘99’ are reported)
* date offered (E705).

**Revising and adding data**

A provider can correct any data already in a course offers packet, if required. A provider may create as many additional course offers packets as necessary to add course offers in response to a course application. If the offer has more than one basis for admission into the course, the additional basis for admission code (E327) is to be reported through the basis for admission packet (for a course offer).

## Basis for admission packet (for a course offer)

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The basis for admission packet is used to report basis for admission codes (E327) for a course offer. A basis for admission packet for a course offer will be created as part of the course offer packet if the provider reports a value for the basis for admission code (E327) when the course offer packet is established. Otherwise, a provider may create one or two basis for admission packets later to report up to two basis for admission codes (E327) for a course offer.

**Scope**

Providers are required to report a basis for admission packet only when the basis for admission code (E327) was not reported through the original course offer packet or when there are two basis for admission codes (E327) that apply to the course offer record.

**Initial reporting requirement**

|  |  |
| --- | --- |
| **Element** | **Reporting requirement** |
| E327: Basis for admission code | Required for all in-scope course offers |

**Uniqueness**

Each basis for admission packet must have a value for basis for admission code (E327) that is unique for the course offer.

**Revising data**

A provider can correct the data in a basis for admission packet, if required.

# Full-time staff group

## Full-time staff packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The full-time staff packet is used to report demographic characteristics and work classification data for each person who is a member of staff at a Table A provider, a Table B provider or Avondale College of Higher Education. Each full-time staff packet contains:

* demographic data for the member of staff as at the last reference date
* the primary work classification data for the member of staff on the first reference date for the year in which a full-time staff packet was reported for that person.

**Scope**

Table A providers, Table B providers and Avondale College of Higher Education are required to report a full-time staff packet for each person who, at the reference date, is:

* a member of staff
* has an effective substantive appointment, or
* has current duties which require them to undertake full‑time work or fractional full‑time work in either:
	+ an organisational unit of the provider including academic units, academic support services, student services, a public services or a general institution services, or
	+ an independent operation that is a controlled entity.

Data is to be reported for each staff member whose duties relate solely to higher education or to both higher education and vocational education and training, with the full‑time equivalence expended in relation to work undertaken in both types of work sector being reported.

Data is not to be reported for members of staff:

* whose duties relate solely to vocational education and training, or
* in any independent operation which is not a controlled entity.

**Reporting deadlines**

The reference date for the 2021 Staff Collection is 31 March 2021. All full-time staff data for this reference date is to be reported by 30 June 2021.

**Initial reporting requirement**

|  |  |
| --- | --- |
| **Element** | **Required reporting** |
| \*E401: Person identification code | Required for all in-scope staff members |
| \*E314: Date of birth |
| E315: Gender code |
| E316: Aboriginal and Torres Strait Islander code |
| E346: Country of birth code |
| E348: Language spoken at home code |
| E501: Highest qualification code | Required if staff member has an academic classification (E408) |
| E502: Highest qualification place code | Required if staff member has a known highest qualification (E501) |
| Extension: work classifications |
| \*E415: Reporting year | Required for all in-scope staff members |
| \*E505: Appointment term |
| \*E506: Work contract code |
| \*E507: Current duties term |
| \*E408: Staff work level code |
| \*E510: Organisational unit code |
| \*E511: Work sector code |
| \*E412: Function code |
| \*E513: FTE at reference date |
| E423: FTE annual salary current duties | Required if staff member has a non‑academic classification (E408) |

\*These elements must be reported together when a full-time staff packet is created

**Uniqueness**

Each full-time staff packet must have a person identification code (E401) that is unique to the provider.

**Revising and adding data**

A provider can update and correct any data already in a full-time staff packet after the initial packet is reported as per the table below, noting that the full-time staff packet should always contain:

* demographic data for the member of staff as at the last reference date
* work classification data for the member of staff as at the reference date for the reporting year (E415).

|  |  |
| --- | --- |
| **Element** | **Required reporting** |
| E401: Person identification code | Corrections only |
| E314: Date of birth |
| E315: Gender code | Update to current value |
| E316: Aboriginal and Torres Strait Islander code |
| E346: Country of birth code | Corrections only |
| E348: Language spoken at home code | Update to current value |
| E501: Highest qualification code |
| E502: Highest qualification place code |
| Extension: work classifications |
| E415: Reporting year | Corrections only |
| E505: Appointment term | Corrections only with value to be correct as at the reference date for the reporting year. |
| E506: Work contract code |
| E507: Current duties term |
| E408: Staff work level code |
| E510: Organisational unit code |
| E511: Work sector code |
| E412: Function code |
| E513: FTE at reference date |
| E423: FTE annual salary current duties |

If a member of staff has more than one work classification on the first reference date for a reporting year, additional work classifications can be reported through the work classifications packet.

New work classification packet/s are also to be reported each year that a person is a member of staff on a reference date.

## Work classifications packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The work classifications packet is used to report data where a person has been a member of staff for more than one year. The work classification packet is also used to report second and further work classifications where a member of staff has more than one work classification on the reference date for a given year. A provider may create as many additional work classifications packets as necessary to cover all of the work classifications that may apply to the member of staff on the reference date.

**Scope**

Providers are required to report one or more work classifications packets for each person for whom a full-time staff packet has been reported on a reference date if the person:

* has more than one work classification on that reference date, or
* is member of staff on more than one reference date.

**Reporting deadlines**

The reference date for the 2021 Staff Collection is 31 March 2021. All full-time staff data, with all applicable work classifications, for this reference date is to be reported by 30 June 2021.

**Initial reporting requirement**

|  |  |
| --- | --- |
| **Element** | **Reporting requirement** |
| \*E415: Reporting year | Required for all in-scope staff members |
| \*E505: Appointment term |
| \*E506: Work contract code |
| \*E507: Current duties term |
| \*E408: Staff work level code |
| \*E510: Organisational unit code |
| \*E511: Work sector code |
| \*E412: Function code |
| \*E513: FTE at reference date |
| E423: FTE annual salary current duties | Required if staff member has a non-academic classification (E408) |

\*These elements must be reported together when a work classifications packet is created

**Uniqueness**

Each work classifications packet for each staff member must have a unique combination of the values for:

* reporting year (E415)
* appointment term (E505)
* current duties term (E507)
* organisational unit code (E510)
* work sector code (E511)
* function code (E412).

**Revising data**

Providers can correct any data submitted in the work classifications packet, noting that that work classifications packet must always contain data values that indicate the person’s status as at the reference date for the reporting year (E415).

# Casual staff actuals group

## Casual staff actuals packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The casual staff actuals packet is used to report data on staffing resources engaged on a contract basis by a provider throughout the year. Data for casual staff actuals is collected at the organisational unit level.

**Scope**

Table A providers, Table B providers and Avondale College of Higher Education are required to report a casual staff actuals packet for each organisational unit that engaged people on a casual work contract basis at any point during the prior calendar year. Data is to be reported in relation to casual staff whose work duties related solely to higher education or to both higher education and vocational education and training, with the full‑time equivalence expended in relation to work undertaken in both types of work sector being reported.

Data is not to be reported for staff:

* who were members of staff appointed for a limited term with a full-time or fractional full‑time work contract
* whose duties relate solely to vocational education and training, or
* in any independent operation which is not a controlled entity.

**Reporting deadlines**

The casual staff actuals for the whole of calendar year 2020 must be reported by 30 June 2021.

**Initial reporting requirement**

|  |  |
| --- | --- |
| **Element** | **Reporting requirement** |
| \*E415: Reporting year | All in-scope organisational units |
| \*E514: Actual full-time equivalence prior year |
| \*E315: Gender code |
| \*E509: Current duties classification group code |
| \*E510: Organisational unit code |
| \*E511: Work sector code |
| \*E412: Function code |

\*All elements must be reported together when a casual staff actuals packet is created

**Uniqueness**

Each casual staff actuals packet must have a unique combination of the values for:

* reporting year (E415)
* work sector code (E511)
* organisational unit code (E510)
* function code (E412)
* current duties classification group code (E509)
* gender code (E315).

**Revising and adding data**

A provider can correct any data already in a casual staff actuals packet after the initial packet is reported, noting that the packet must always contain the aggregate casual staffing resources for the full year up to, and including, the last day of the reporting year (E415).

# Casual staff estimates group

## Casual staff estimates packet

**Version Details**

|  |  |
| --- | --- |
| Version: | 1.0 |
| First Year: | 2021 |
| Last Year: | - |

**About**

The casual staff estimates packet is used to report an estimate of the staffing resources that are likely to be engaged on a contract basis by a provider throughout the year. Data for casual staff estimates are collected at the institutional level.

**Scope**

Table A providers, Table B providers and Avondale College of Higher Education are required to report an estimate of the resources that are likely be engaged on a casual work contract basis throughout the year. Data is to be reported in relation to estimated casual staff whose work duties will relate solely to higher education or to both higher education and vocational education and training.

Data is not to be reported for staff:

* who are members of staff appointed for a limited term with a full-time or fractional full-time work contract
* whose duties relate solely to vocational education and training, or
* in any independent operation which is not a controlled entity.

**Reporting deadlines**

The estimate of casual staff FTE for the whole of calendar year 2021 must be reported by 30 June 2021.

**Initial reporting requirement**

|  |  |
| --- | --- |
| **Element** | **Reporting requirement** |
| \*E415: Reporting year | All in-scope institutions |
| \*E515: Estimated casual FTE reference year |

\*All elements must be reported together when a casual staff estimates packet is created

**Uniqueness**

Each casual staff estimates packet must have a unique reporting year (E415) for the provider.

**Revising and adding data**

A provider can correct any data already in a casual staff estimates packet after the initial packet is reported, noting that the packet must always contain the estimate for the reporting year (E415).

1. As defined in E312: Special course type in the *Data Element Specifications for Higher Education and VET Student Loans Collections.* [↑](#footnote-ref-1)
2. As defined in E312: Special course type in the *Data Element Specifications for the Higher Education Collection.* [↑](#footnote-ref-2)
3. This does not include enabling courses [↑](#footnote-ref-3)